



CITY OF BEND

Request for Proposals

Growth Plan Consultant
Solicitation No. 26-2405

Proposal Due: November 4, 2025, 3:00 PM Pacific Time

City of Bend
710 NW Wall Street, 2nd Floor
Bend, Oregon 97703
Attention: Jusin Sweet

CITY OF BEND REQUEST FOR PROPOSALS

Introduction

The City of Bend requests proposals for consulting services to develop and execute a planning project resulting in an updated Comprehensive Plan and accompanying state required planning products including the following: Contextualized Housing Needs Analysis (“CHNA”), Buildable Lands Inventory (“BLI”), Economic Opportunities Analysis (“EOA”), Housing Capacity Analysis (“HCA”), Housing Production Strategy (“HPS”), and Transportation System Plan (“TSP”). These deliverables are expected to result in expanding the Urban Growth Boundary (“UGB”) by more than 50 acres, so additional major deliverables associated with the Comprehensive Plan update include adopting Land Use Efficiency Measures (“LUEM”), Climate-Friendly Areas (“CFA”), and an expanded UGB. The updated Comprehensive Plan will represent the values of the community and implement policy direction from the Bend City Council in alignment with state rules. This project will help determine a vision for Bend’s vitality, resiliency, and opportunity for future generations.

Detailed information regarding the services to be provided are provided in Exhibit A – Scope of Work.

The City anticipates contracting for the work to be performed in phases. The City will use the price proposal (see Proposal Contents below) provided as a basis for negotiating a contract price for the initial contract. Later phases are expected be added via amendment to the original contract based upon the selected proposers cost estimate (see Proposal Contents below) provided in response to this Request for Proposals (“RFP”).

Issuing Officer

The Procurement & Public Contracts Manager is the “**Issuing Officer**” for this RFP and the point of contact for the City for all process and agreement questions as well as protests.

City of Bend
Justin Sweet
Procurement & Public Contracts Manager
710 NW Wall Street, 2nd Floor
Bend, Oregon 97703

Phone: 541-693-2156
E-mail: jsweet@bendoregon.gov

Submission for questions

Any questions including technical questions must be directed to the Issuing Officer and are encouraged to be submitted via the Portal by clicking on the Messages, Vendor Discussions tab of the desired solicitation. The City's written response to Questions and/or Requests for Clarification will be posted on the Portal. City must receive requests for changes, in writing, a minimum of ten working days prior to the deadline for submitting a Proposal. Responses to questions received less than five business days prior to the deadline for submitting Proposals will be at the discretion of the City. Please contact the Issuing Officer for accessibility options.

Optional Pre-Proposal Meeting

An optional pre-proposal meeting will be held on [Microsoft Teams](#) (Meeting ID: 230 647 290 610 1, Passcode: XU7tL37d) at 3:00 PM on October 15, 2025. Statements made by City representatives at the pre-proposal meeting are not binding on the City unless confirmed in a written addendum.

Submission Date and Location

The deadline for submitting Proposals is: **«Proposal_Closing» at «Proposal_ _Closing_Time»**. One (1) copy shall be submitted in electronic form through the City of Bend eProcurement Bonfire Portal (Portal). The City's Portal can be found at <https://bendoregon.bonfirehub.com/portal>. If technical assistance is needed, please contact Bonfire at 800-354- 8010 ext. 2, email support@GoBonfire.com or visit Bonfire's help forum at <https://bonfirehub.zendesk.com/hc>. Proposals received after the specified date and time will not be given further consideration. Proposer's are encouraged to allow extra time to ensure proposals are uploaded by the deadline as this can be impacted by Proposer's bandwidth speed.

Proposals will be received online as instructed on the City Portal. Proposals may also be submitted to the City, via mail, or in person, by contacting the Issuing Officer no later than two (2) business days prior to Proposal due date to make arrangements ahead of time for an in-person submission. Hard copies will not be accepted unless the Proposer has made arrangements ahead of time. If a hard copy of the Proposal is submitted without prior coordination with the Issuing Officer, the Proposal will be returned (unopened) to the Proposer without consideration. No faxed or emailed submissions will be accepted.

Obtaining Solicitation Documents and Addenda

The solicitation documents are available for download on the Portal <https://bendoregon.bonfirehub.com>. In order to download and respond to posted solicitations, Proposers will need to register as a vendor by visiting: <https://bendoregon.bonfirehub.com>. Once registered, follow the instructions to download the documents:

- 1) Log in to the Portal.

- 2) Under “Action” column of “Open Public Opportunities” page, click on “View Opportunity” next to Project.
- 3) Scroll down to “Supporting Documentation” section to download documents.

Only documents issued as Addenda by the City of Bend serve to change the RFP in any way. No other direction received by the Proposer, written or verbal, serves to change the RFP document. Note: If you intend to submit a Proposal, the Proposer should consult the Portal to assure that you have not missed any Addenda announcements.

Requests for Explanation or Clarification

Proposers shall promptly notify the City of any ambiguity, inconsistency, or error which they may discover upon examination of the Request for Proposal documents via the Portal. Any request for an explanation regarding the meaning or interpretation of requirements, Agreement document or other documents must be in writing via the Portal, with sufficient time for the City to reply before proposal due date. The City may choose not to provide an explanation. Explanations shall be made in the form of addenda and shall be furnished to persons who have registered as detailed above. Oral explanations and comments shall not be binding.

Protests and Requests for Changes of Requirements or Agreement Terms

Protest regarding this solicitation must be submitted not less than 7 calendar days prior to closing, except that protests of an addendum are due 5 calendar days after the issuance of the addendum. A request for a change to any portion of this Request for Proposals is considered a protest. If a Proposer believes a requirement or Agreement term is unnecessarily restrictive or limits competition, they may submit a protest setting out the language for which change is sought and indicating the document title, page and, Section of Subsection where the language is located. Please see Exhibit C - Personal Services Agreement. To be considered, the protest must include a detailed statement of the legal and factual grounds for the protest, a description of the resulting prejudice to the Proposer if the protest is not granted, and the proposed change. A Proposer who fails to submit a protest relating to Agreement terms at least 7 days before due date may not request different Agreement terms if awarded the Agreement.

Protests of Notice of Intent to Award or the final Award must be in writing and made within 7 calendar days of the issuance of each respective notification. If a Proposer does not protest the Notice of Intent to Award, they will not be able to protest the Award. Protests shall be delivered to City of Bend, Procurement and Public Contracts Manager, 710 NW Wall Street, Bend, Oregon 97703. Protest procedures are set forth in Oregon Administrative Rules (OAR) 137-047-0740. Protests shall be handled in accordance with applicable laws and rules.

Modification or Withdrawal

A Proposer may withdraw its Proposal, without prejudice, electronically through the Portal at <https://bendoregon.bonfirehub.com> prior to the Proposal closing date and time. The withdrawal

of a Proposal does not prejudice the right of a Proposer to submit another Proposal within the time set for receipt of Proposals.

Responsiveness, Rejection, and Cancellation

The City may, at its discretion, reject any Proposal that does not substantially comply with the requirements set forth in the RFP. The City may reject any Proposal not in compliance with all prescribed public proposal procedures and requirements, and may reject for good cause any or all Proposals or cancel the RFP at any time before execution of the Agreement by both parties if rejection or cancellation is deemed to be in the public interest as determined by the City.

If a Proposal is entirely or predominately labeled as “Proprietary”, the City may, in its sole discretion, deem the Proposal non-responsive. Unless the City, in its discretion, determines that a submitted Proposal is not in substantial compliance with RFP requirements, unintentionally incomplete, qualified, or omitted responses to Proposal sections will be dealt with as a matter of Proposal scoring as opposed to responsiveness.

The City may waive minor informalities and irregularities.

Duration of Proposals

Proposals submitted are firm offers, irrevocable, valid, and binding on the Proposer for not less than 90 days following Closing. Proposals must be signed by an official authorized to bind the Proposer.

Public Record and Property of the City

With the exception of Proposals that are withdrawn prior to the Proposal due date or Proposals submitted past the Proposal due date, all information submitted by a Proposer in response to this RFP shall become the property of the City and will not be returned to the Proposer. If Proposers made special arrangements with the Issuing Office to accept a hard copy of a proposal, all hard copies of properly withdrawn or late Proposals will be returned to the Proposer unopened.

All documents received by the City are subject to public disclosure after the City selects a Contractor. Information deemed by the Proposer as exempt under Oregon’s public records law must be clearly marked by the proposer as “Proprietary”. Marked pages must be placed in a group separate from the remainder of the proposal. The City will make an independent determination regarding exemptions applicable to information that has been properly marked and segregated. The City will attempt to maintain the confidentiality of materials clearly marked “Proprietary” to the extent allowable under Oregon public records law.

Incurring Costs

The City of Bend is not liable for any cost incurred by Proposers prior to issuance of a Agreement. Proposers responding to this RFP do so at their own expense and the City will not reimburse any

expense incurred by Proposers or any other party in the preparation or submission of a response to this RFP.

Business Inclusion and Diversity

Minority, Women Owned, Emerging Small and Veteran Owned businesses are encouraged to submit a proposal. Proposers are encouraged to involve participation of small, minority, women and veteran owned business enterprises. A Directory is available from the Certification Office for Business Inclusion and Diversity (COBID) web site at: <https://www.oregon.gov/biz/programs/COBID/Pages/default.aspx>, or by telephone, 503-986-0078.

Negotiations and Agreement

The City reserves the right to negotiate a final Agreement that is in the best interest of the City. At completion of the evaluation process, the City will notify Proposers of its intent to award an Agreement. The City will attempt to reach final agreement, including a detailed scope, project schedule and fee schedule with the highest scoring Proposer. If it appears agreement cannot be reached, the City, in its sole discretion, may terminate negotiations and reject the Proposal. The City may then attempt to reach a final agreement with the second highest scoring Proposer. The negotiation process may continue in this manner through successive Proposers until an agreement is reached or the City terminates the contracting process.

Selection Process

The City reserves the right to select a Consultant on the basis of the proposals or to conduct interviews with the highest qualified proposers following evaluation and scoring of the proposals, whichever is determined to best serve the needs of the City. The City reserves the right to seek clarifications of any or all proposals. Failure to respond in a timely manner to any such questions or requests may be grounds for elimination of the Proposer from further consideration.

The City may request additional information or make such independent investigations that, in the City's sole discretion, it deems necessary or advisable to determine the responsiveness and responsibility of any Proposer. The City may obtain information from any legal source for clarification of any Proposal or for information regarding any Proposer. The City reserves the right to research and investigate references, including customers other than those listed in the Proposer's submission.

Proposal Evaluation Criteria and Scoring

The evaluation and scoring will be based on technical and administrative capabilities in relation to the needs of the project. Points assigned to an evaluation criteria by the evaluation

committee will be added together and divided by the quantity of evaluation committee members to compute an average score, the average score of each evaluation criteria will be added together to compute the proposer's score. The proposer with the highest total score will be selected assuming all other applicable criteria are met. The following criteria will be used in scoring the proposals:

- Project Understanding and Approach Max. Points: 325 Score _____

Evaluate the proposer's project understanding and approach to accomplish the objectives and tasks set forth in the Scope of Work. Consider methodologies proposed to accomplish the work, including the types of information or data required. Review the proposed schedule for compliance with stated milestone dates and/or suggested schedule enhancements or deviations.

- Project Team, Experience and Quality of Service Max. Points: 325 Score _____

Evaluate the proposed team's qualifications, experience, skills and commitment to perform the work. Evaluate the firm's recent project experience, specifically for this type of work, level of complexity, and comparable size with the proposed project. Were proposed team members actively involved in many of the referenced projects? Consider the quality of the firm's completed projects and the quality of service the firm provided on previous projects for the City of Bend.

- Price Max. Points: 150 Score _____

The lowest overall price proposal will receive the full points available; all other price proposals will be weighed against the lowest price proposal.

- Interview Max. Points: 200 Score _____

The evaluation committee may conduct an interview consisting of presentations, demonstrations, or interviews with each selected proposer at its discretion. If an interview is held, the Issuing Officer will notify those proposers selected of the time and date, process, and the evaluation criteria for the interview. Points assigned to an interview will be added to each proposer's score from the technical evaluation. The City may add, remove, or otherwise change evaluation committee members prior to an interview.

TOTAL SCORE _____

Proposal Contents

Proposals are to include, but not necessarily be limited to, the content listed below. The volume, or size of the proposal, should be consistent with the relative size of the project. Concise proposals without needless duplication are encouraged.

1. **Letter of transmittal.** Include an introductory letter expressing interest in the project. The letter shall include full name of firm, RFP contact person, email address, mailing address, and telephone number. The letter must be signed by person authorized to bind the firm.
2. **Project Understanding and Approach.** Provide a statement of the goods and/or services to be provided including a detailed explanation of how the goods and services are to be provided. A project schedule should be included in this section. Provide a scope for the entire project to estimate the total costs for budgeting beyond the current biennium with a more detailed scope of work and cost estimate for all tasks associated with project start up and deliverables taking place during the current biennium (through June 2027), primarily Adoption Packages 1 and 2. (Proposers are encouraged to review the Conceptual Adoption Package Framework attached as Exhibit D, and the Detailed Conceptual Schedule provided in Exhibit E alongside reading the description of the tasks and deliverables.)

Each task listed in the Scope of Work identifies the assumed applicable statutory requirements this RFP is intended to meet. The proposal should follow the Scope of Work and task/deliverable structure, with the overall goal and responsibility of verifying and complying with the applicable Oregon statutory requirements for completion of the identified deliverables. The proposer is encouraged to suggest efficiencies and other improvements to achieve the intent of the scope, and to propose faster and more effective ways to meet applicable legal requirements while embodying the spirit of the approach suggested by the City.

3. **Project Team.** List the experience and qualifications of staff who will be working on the project. Describe the applicable skills and accomplishments of the project manager. Confirm availability and commitment of named key staff to the project. If the project manager is not local, identify any local contact and describe how project management, coordination and communications with the City will be accomplished. Do not include persons who will not be working on the project.

Include resumes at the back of the proposal which reflect education, registrations and experience of key staff.

4. **Related Experience.** Provide project descriptions for up to five recent projects similar in nature to the proposed project, including completion dates, measures that indicate quality and successful project completion, and a client reference name and phone

number. Indicate the involvement of proposed key staff on those or similar projects. Indicate the team's familiarity with the local area.

Provide any background information on the size, capability and location of the firm that may be beneficial.

5. **Price Proposal.** For purposes of price evaluation, provide a detailed price proposal for tasks associated with project start up and deliverables taking place during the current biennium (through June 2027) as detailed in Adoption Packages 1 and 2. Include estimated person hours, labor costs and expenses for each task included in the price proposal. Clearly describe any deviation from the listed scope of work that would significantly affect pricing. Separate the price of any proposed optional services from the price of services requested. The format for the price proposal is to be selected by the consultant.

Include a listing of hourly rates for all employee classifications anticipated to work on the project, as well as rates for non-labor direct expenses. Include similar information for any major subconsultants. The listed rates will be used in preparation of any future change orders.

6. **Cost Estimate.** For purposes of contracting for later phases of work in alignment with proposers proposed project schedule in compliance with Bend Municipal Code 1.55.050.E, provide reasonable cost estimates for each subsequent phase. These cost estimates will be used in planning for future contract amendments as described in the Bend Municipal Code, and will not be scored.
7. **Oregon Statutory Certifications.** Upload a signed copy of the Oregon Statutory (ORS) Certifications provided as Exhibit B as a separate document in the Portal. This document also includes addenda acknowledgement and additional company information.
8. **Appendices.**
 - a. Resumes

Limitations:

- Sections 1-5 limited to a total of 20 pages of text, including the letter of transmittal.
- Section 6 no page limit. Include the Oregon Statutory Certification sheet plus any additional sheets needed for exceptions.
- Section 8 is limited to 4 pages.
- The limitation does not apply to covers or dividers unless they are used to convey project information. Any 11 X 17 pages will be counted as two pages. A two-sided page counts as two pages.
- Pages beyond these page limitations will not be evaluated.
- The Proposer shall number the pages in consecutive order.

- Proposal text shall be legible. Arial typeface is preferred but not required. Minimum font size of 11 point.